



**NATIONAL GUARD BUREAU**  
111 SOUTH GEORGE MASON DRIVE  
ARLINGTON, VA 22204-1373

**S: 7 March 2014**

ARNG-HCM

7 February 2014

**MEMORANDUM FOR SEE DISTRIBUTION**

**SUBJECT: Army National Guard (ARNG) Announcement for Title 10 Army National Guard Human Resource Specialist, Arlington, VA**

**1. References:**

- a. AR 135-18, The Active Guard Reserve (AGR) Program, 1 November 2004.
  - b. ARNG-HRH Policy Memorandum, Subject: Title 10 Active Guard Reserve Life Cycle Management Strategy and Plan, dated 12 December 2013.
- 2. The ARNG is seeking applications from highly qualified Non-Commissioned Officers (NCOs) to serve as a Human Resource Specialist, Arlington, VA.**
- 3. Eligibility. Current Title 32 (T32) Active Guard Reserve (AGR), and Traditional status NCOs in the grades of E-5 and E-6.**
- 4. The selected NCO will be accessed into the T10 AGR program as a new hire.**
- 5. Brief Duty Description. Serves as a Human Resource Specialist or Administrative NCO responsible for personnel and administrative support that will encompass a myriad of functions within the Army National Guard Directorate. This is a highly visible environment where excellence is the norm; therefore each nominee must have a documented history solid performance, and display the following characteristics: possess exemplary administrative and communication skills, both oral and written. Be a consummate team player and display the highest standard of military appearance and bearing.**
- 6. Pre-requisites:**
- a. Applicants must meet AGR eligibility requirements IAW AR 135-18.
  - b. Rank: Sergeant/E5 and Staff Sergeant/E-6
  - c. MOS: 42A
  - d. Security Clearance: Must possess a Secret at time of application.

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7. Application.

a. Application procedures and required forms are available on the ARNG GKO website: <https://gkoportal.ng.mil/jobs/SitePages/Home.aspx>. Application packets should be sent to the National Guard Bureau Readiness Center, ARNG-HCM-E, 111 South George Mason Drive, Arlington, VA 22204-1373 or e-mailed to the POC listed below. All packets must be in accordance with the enclosed application process and be received no later than 7 March 2014.

b. Applications received with postage funded by the US Government for "personal" mail will be destroyed. Applications received with (TAG, MILPO, etc.) endorsements are authorized US Government funded postage. Use of US Government funded overnight or express mail is not authorized.

c. This announcement will close at 1700 EST on 7 March 2014. Packets received after this time or packets that are not complete IAW the T10 AGR NCO application checklist will be returned without action.

8. The point of contact for information about this position is MSG Robert M. Montgomery, Assignments NCO, Enlisted Management Branch, Human Capital Management Division (ARNG-HCM-E), DSN: 329-7530, 703-601-7530, or [robert.m.montgomery24.mil@mail.mil](mailto:robert.m.montgomery24.mil@mail.mil).

9. Point of contact for packet submission is SSG Cherry Smith, Accessions NCO, Enlisted Management Branch, Human Capital Management Division (ARNG-HCM-E), DSN: 329-7534, 703-601-7534, or [cherry.d.smith2.mil@mail.mil](mailto:cherry.d.smith2.mil@mail.mil).

Encl

  
DENNIS P. CHAPMAN  
COL, IN  
Chief, Human Capital Management Division

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